

<p style="text-align: center;">SECTION 1.2-2 Payment of Utility Charges</p>

1.2-2.1 Bills are payable at the Town of Clayton offices located at 414 Main Street during regular business hours (8:00 a.m. – 4:30 p.m.) Monday through Friday or can be sent via U.S. mail to: Town of Clayton, P.O. Box 1130, Clayton, DE 19938. The Town Office phone number is (302) 653-8419.

1.2-2.2 Rates are stated on a monthly basis and bills are rendered monthly. Meter readings are scheduled at intervals of approximately 27 to 33 days. The Town of Clayton reserves the right to extend the billing interval(s). When the monthly billing period is greater than 33 or less than 27 days, the Town has the option to compute the bill by prorating for 30 days on the basis of the average daily use for the actual period covered by the meter readings. Under normal conditions where the meters cannot be read at all, the bills will be estimated.

1.2-2.3 All bills are due and payable by the 20th of the month. If the due date should fall on a Saturday, Sunday, or holiday the due date shall be extended to the next business day.

1.2-2.4 When the Town's meter reader is unable to read the customer's meter, the Town may render an estimated bill. Other reasons for estimating the bill could include discovery of inoperable or defective meters, or when the reading taken by the reader varies significantly from past consumption.

1.2-2.5 All bills and invoices submitted to the citizens and customers of the Town of Clayton must be paid in cash, money order, credit card (MasterCard, Visa, or Discover), e-check, or check drawn on a local or out-of-state bank provided said bank is insured by the Federal Depository Insurance Corporation or a related government insurance agency.

1.2-2.6 Late payment notices are mailed to the customer's billing address. If payment for bills rendered is not received by the Town of Clayton by the 20th of the month, a late payment charge shall be added to the amount due for each metered account. The amount of the late payment charge is \$15.00 for electric and \$15.00 for water service. Payments shall be credited against the most delinquent charges. The customer may waive their late fee one (1) time during a 12-month period.

1.2-2.7 Any method of payment (including credit card payments, e-checks, and negotiable items) that are received by the Town of Clayton and returned without payment will be subject to a \$30.00 processing fee. A customer in violation of this Ordinance shall receive two calendar days to present guaranteed funds in the form of cash or money order. Failure to pay the balance owed, accrued late fees, and the \$30.00 processing fee will result in termination of service.

1.2-2.8 If any checks, including e-checks, received by the Town of Clayton for the payment of any utility billings are returned to the Town twice in any given calendar year because of insufficient funds, the customer having the responsibility of paying said billing shall be required to pay all utility billings to the Town of Clayton in cash or money order.

1.2-2.9 Upon application to the Town Council, any citizen or customer having forfeited the right of paying the utility bills by check may request to restore check writing privileges upon good cause.